

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE
OFFICE OF THE CLERK**

Howard H. Baker Jr. United States Courthouse
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PATRICIA L. McNUTT
Clerk of the Court

JOHN L. MEDEARIS
Chief Deputy Clerk

October 7, 2005

NOTICE RE: SUBMITTING AGREED AND PROPOSED ORDERS IN CM/ECF

The Court has revised its Standing Order *In re: Electronic Case Filing Rules and Procedures* as follows:

Agreed Orders. A joint motion **MUST** be filed in order to submit an agreed order. The agreed order must be filed as an attachment to the motion. The agreement of all parties must be reflected in accordance with Paragraph 6 of the Standing Order.

Proposed Orders. Orders not agreed to by all parties should **NOT** be included as an attachment to a motion or other request for relief. Proposed orders should be e-mailed as an attachment in WordPerfect format to the judges' chambers. (See the User's Manual for e-mail addresses.) The proposed order should include a reference to the document number of the motion and a certificate of service on all parties.

NOTE: Stipulations of dismissal pursuant to *Fed. R. Civ. P.* 41(a) and **stipulations for an initial 20-day extension of time** in which to file a response to a complaint, cross-claim, or counterclaim pursuant to E.D.TN. LR. 12.1 **do not require an order of the court. Agreed orders SHOULD NOT be submitted for these matters.**